



Office of State Publishing

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REVENUE RECOVERY POLICY OF THE FORMS MANAGEMENT CENTER

FMC POLICY 1 (EST. 6/2006)

In accordance with **GOVERNMENT CODE SECTIONS 14770 – 14775**, the Forms Management Center (FMC) develops, determines, identifies and adopts methods, procedures and best practices in order to recover program expenses. As needed, FMC will modify systems and establish and adjust prices of products that result in optimal revenue recovery for expenses incurred in the operation of the statewide Forms Management Program. Expenses include forms design services such as the administration and creation, revision (including proofreading and programming) and customization of STD. Forms and agency department forms.

Traditionally, revenue recovery has been managed via sales of Paper Forms available in prepackaged quantities warehoused as inventory stock.

Effectively immediately, the following billing procedure will be implemented: when a STD. Form designated as Low Use or agency department form is revised, the author agency will be billed the revision charges per occurrence.

Note: If a STD. Form is moved from the in-stock Paper Form category, the author agency will be billed the production cost of the stock on hand at that time. If a STD. Form is discontinued, the author agency will be billed the production cost of the stock on hand at that time.

When a state agency requests a forms design service to a STD. Form or agency department form it authors, FMC will provide an estimate for the cost of forms design services to the author state agency. If a state agency is not the author of the STD. Form but has a revision proposal, FMC will review the proposal and coordinate review by the form's author state agency. If the author state agency approves, FMC will provide a quote to the author state agency. If a state agency requests a customization to a STD. Form it doesn't author, FMC will review the request and coordinate review by the form's author state agency. If the author state agency approves, FMC will provide a quote to the non-author state agency.

Note: Customizing of an agency department form for other than the author agency will not perform by the Forms Management Center.

The state agency requesting forms design services should be aware that the estimate is not the actual expense. The actual expense may be different. To initiate a forms design service request, a state agency should complete an FMC 14 and

include their agency billing code and send to FMC. The state agency will be billed for the actual costs incurred for providing forms design services. A proofing cycle between FMC and the author state agency (and, in the case of a customization, by the author state agency and non-author state agency requesting the customization) to ensure the accuracy and approval of the services requested.

*For more information, reference **State Administrative Manual Chapter 1700** or contact an FMC Forms Management Consultant at (916) 323-0311 or by email at FormsManagement@dgs.ca.gov.*